

## MONTANA STATE LEGISLATURE EXECUTIVE DIRECTOR, LEGISLATIVE SERVICES JOB DESCRIPTION

The Executive Director of the Legislative Services Division (LSD) for the Montana State Legislature is a nonpartisan staff position reporting directly to the Legislative Council. The Director plans, administers and supervises the work of the Legislative Services Division staff; works closely with the directors of the Legislative Fiscal Division, the Legislative Audit Division and the Consumer Council to coordinate work of the legislative branch; develops and oversees budget activities for the LSD; coordinates legal, research, bill drafting, data processing and other activities of LSD.

### Executive Director's Job Responsibilities

- Serves as liaison to the Legislative Council and leadership of the current legislative session. Keeps leadership, including the Chief Clerk of the House and the Secretary of the Senate, apprised of staff projects through monthly meetings and assists leadership in planning for the upcoming session. Gains approval of major issues from current leadership.
- Administers work of the Legislative Services Division, supervises four branch managers (see organizational chart), recruits and supervises staff, monitors work in progress to ensure completion, timeliness and quality.
- Recommends budgets to meet division and branch responsibilities, oversees management and allocation of the division budget, assists leadership and Chief Clerk of the House and Secretary of the Senate with House and Senate budgets.
- Serves as lead staff for the Legislative Council, providing information in a nonpartisan manner on items before the council.
- Serves as the division representative to the legislative branch, along with the Fiscal Analyst and the State Auditor.
- Oversees the drafting of bills for introduction to the legislature, working with legal and research staff to produce legislation that is clear, concise, well-organized and technically correct. Directs the drafting of bill amendments with researchers, legal staff and legislative sponsors.
- Provides staffing services to legislative committees, ensuring that bills and amendments meet legal requirements.

- Oversees development and maintenance of information technology systems.

#### Knowledge, skills and abilities

- Working knowledge of management and administrative processes in the governmental process, including the Montana Constitution, laws, the legislature and state government.
- Knowledge of legislative procedures, rules and administration, research and bill drafting.
- Knowledge of the state budgeting system and the appropriations process.
- Ability to plan, organize and direct work of staff and to evaluate results and alternative strategies.
- Ability to manage a professional and support staff, supervise work, and maintain a working atmosphere that promotes support of the legislature.
- Ability to maintain confidentiality and handle politically sensitive work in a diplomatic manner in a sometimes confrontational atmosphere of two political parties.
- Ability to work as the leader of a nonpartisan team, always keeping the needs of the legislature as the main objective.
- Ability to conduct meetings, make presentations and represent the legislature in an effective manner.
- Ability to communicate effectively orally and in writing.

#### Qualifications

- Master's degree or equivalent education and work experience
- Eight years of progressively responsible, relevant work experience

## Position Announcement

Executive Director  
Legislative Services Division  
Montana State Legislature  
Helena, Montana

The Montana Legislature is seeking a replacement for the staff position of Executive Director of the Legislative Services Division (LSD). This is a nonpartisan agency that provides staff support and research for the Montana Legislature.

The Director plans, administers and supervises the work of the LSD staff; develops and oversees budget activities for the LSD; coordinates legal, research, bill drafting, data processing and other activities of the LSD.

The Legislative Council is seeking a strong, proactive leader with a track record of managing people, processes and other resources to achieve optimal results. A job description for the position is attached to this notice.

### Minimum qualifications for the position:

- Master's degree or equivalent education and work experience; eight years of progressively responsible and relevant work experience; three years of demonstrated transferrable skills in staff leadership, partnership development and financial management. Consideration will be given to any equivalent combination of experience and training which provide the required knowledge and abilities.
- A working understanding of the Montana legislature.

Deadline for submission of application: \*\*\*\*